

# Education and Workforce Development Cabinet

## KDLA will celebrate Electronic Records Day Oct. 10

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### Contact Information:

**FRANKFORT, Ky. (Oct. 5, 2012)** – The Kentucky Department for Libraries and Archives (KDLA) will celebrate its first Electronic Records Day on Oct. 10. The purpose is to share information about managing Kentucky's public digital resources and to foster discussion about preservation of electronic records.

This celebration is designed to raise awareness within Kentucky government agencies, the archival and records management fields, related professional organizations and the general public.

In honor of Electronic Records Day and to learn more about preserving these archives, KDLA is providing the following events and resources.

- Attend a Lunch and Learn presentation on KDLA's Electronic Records Archives in the Activity Room at KDLA from noon-1 p.m. Mark Myers, electronic records archivist, will discuss the collections of KDLA's Electronic Records Archives and demonstrate ways to search the e-Archives. Participants are welcome to bring a brown bag lunch.
- Visit the KDLA website for guidance and support for managing electronic records in your agency at <http://kdla.ky.gov/records/recmgmtguidance/Pages/electrecmgmt.aspx>.
- [Read Managing Government Records.](#)
- Visit the Electronic Records Day page on the COSA website for more resources <http://www.statearchivists.org/seri/ElectronicRecordsDay.htm>.
- Check out the Public Records Division's Facebook page throughout the day for postings related to KDLA services and resources at <https://www.facebook.com/kdla.prd>.

Kentucky law defines public records as "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings, and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410 (1)).

"Many people do not realize that electronic records that are generated by public agencies are public records even though they are hardware and software dependent," Myers said. "Records management standards and principles apply to all forms of recorded information from creation to final disposition, regardless of the medium in which the records are created and/or stored. Information in record-keeping systems must be maintained and accessible to the appropriate parties until all of the legal, fiscal and administrative retention periods have been met."

Electronic Records Day is sponsored by the Council of State Archivists and the KDLA.